

RAUNDS TOWN COUNCIL

ENVIRONMENT LEISURE AND RECREATION COMMITTEE

Minutes: 3rd June 2021 Time 19:30

PRESENT: Cllr L Wilkes (Chair), Cllr D Hughes, Cllr S Hughes, Cllr T Swailes, Cllr B Cross, Cllr R Levell, Cllr M Levell and Cllr O Curtis.

Also Present:

Mrs Emma Williams, Assistant to the Town Clerk (Minutes)

61.21 To Elect a Chairman of the Environment Leisure and Recreation Committee

RESOLVED that Cllr L Wilkes be elected as Chairman of the Committee.

62.21 To Elect a Vice Chairman of the Environment Leisure and Recreation Committee.

RESOLVED that Cllr O Curtis be elected as Vice-Chairman of the Committee.

63.21 To Receive apologies for absence.
Apologise received from Cllr R Beattie.

RESOLVED to note the apologies.

64.21 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

None received.

65.21 Notification of members questions in compliance with the council's standing orders.

None received.

66.21 Declarations of Interest

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND IN THE CASE OF A PECUNIARY ITEM LEAVE THE MEETING FOR THAT ITEM.

None received.

67.21 Minutes: confirm the minutes of the Environment, Leisure and Recreation Committee meeting held 4 February 2021.

RESOLVED that the minutes of the meeting held on 4 February 2021 be confirmed as a true record.

68.21 To receive a progress report on ELR projects to update Members, and discuss any amendments, updates or additions required.

Members reviewed the report as shown in appendix 1 and progress was noted.

Members agreed to plant wildflower seed in agreed locations around the town and signage would be erected.

Member agreed for Cllr D Hughes to investigate the option for a youth worker and bring the findings to the next Council meeting.

Members agreed for temporary signage to be placed at the Welcome to Raunds signs to promote events in the week prior to them happening.

Members agreed that the Operations Manager will obtain costs to purchase and install an additional digital sign at the gateway to Raunds.

Members agreed for the installation of CCTV link to proceed.

Members agreed to distribute an updated Welcome to Raunds postcard to the local estate agents and show homes for the new developments.

Members agreed to offer stall holders on the Friday market free pitches for a period of 6 months as a gesture of good will for their loyalty during the pandemic.

Members agreed to hold the Annual Town Inspection on Wednesday 21st July.

RESOLVED to

- a) **recommend that Friday market pitches are offered to stall holder free of charge for a period of 6 months.**
- b) **recommend to Full Council to finance a youth provision in Raunds.**
- c) **note the report.**

69.21 Skate Park Working Party: To agree members for a working party to meet and discuss options for the future of the skate park.

RESOLVED that Cllr D Hughes, Cllr T Swailes, Cllr Bill Cross, Cllr O Curtis and Cllr L Wilkes will form the Skate Park Working Party and invite other Council members to join.

70.21 Playground Inspections: to consider a report on selecting a contractor to carry out safety inspections on all equipment in the Council's playgrounds.

Members reviewed the report as in appendix 2.

RESOLVED that contractor 3 is used to carry out the playground inspections.

There being no further business the meeting closed at 21:17

Approved: (Town Mayor)

Meeting date: 13 July 2021 (Council)

Approved: (Chairman)

Meeting date:22 July 2021 (Committee)

Appendix 1: ELR Progress Report

Resolution	Action/Progress	Complete	Date Completed	Notes
Costed schemes for paths at cemetery		pending		Project for 2022?
Skate Park	Plan required for long term regeneration of skate park. Will be on agenda for September. Quotes being sought for refurbishment.	ongoing		Roxhill to be chased re funding (SEE WRITTEN UPDATE) / Approach Mick George consultation needed (Included in Vision) Skate Park currently closed following serious vandalism ENC to be chased re deed of variation. Skate park has been removed due to being unsafe
Wildflower verges	To be completed 2020	ongoing		Project 2021?
Bus Shelters	RTC to consider installing additional bus shelters in the town.	ongoing		awaiting information from NCC.
Warth Park Crossing	Residents have complained that the crossing isn't safe. Investigate feasibility of moving crossing	ongoing		information being presented to this meeting. Passed to Full Council - NCC asked to consider funding
VAS Signs	Consider purchase of VAS Sign	ongoing		awaiting info from NCC
Turning Raunds Green	Water refill station	ongoing		Order cancelled. Consider installation re Covid
Bye-laws / (Include provision to deter travellers	KH to prepare amended bylaws to send to DCLG	ongoing		KH to circulate to members of ELR
Public Space Protection Orders	All fenced play areas have dogs on leads orders. No other orders were made for Raunds. ENC to revisit some.	ongoing		KH to chase ENC / Meeting being arranged with Charlotte Tomkins
London Road Opposite ASDA/Highways verge	Hedge has re-grown. But needs to be maintained	ongoing		No action required at this time

Provision of a piece of public art at Warth Park	Has been presented to Full Council	ongoing		revised brief given to Broadbent No action being taken at this time Clerk to give update to this meeting ROXHILL CHASED
Brook Street	ELR to consider how to improve Brook Street / Link to S	ongoing		Ongoing as part of Saxon Hall Project. Turney's asked to weed kill entire street - (DONE)
St Peters Churchyard	RTC must maintain the area as a closed churchyard under LGA 1972 S215	ongoing		Have been chasing Peterborough Diocese for information Papers sent to Peterborough - should be considered by faculty January 2020. Further information required from diocese September 2020 Final paperwork now submitted to diocese.
Woodland Walk	Creation of Woodland Walk	ongoing		Planning permission granted. Benches and fencing installed. Cannot hold community planting day due to coronavirus
Youth Work / Youth Centre	Investigate Funding Offer support to Manor School with mental health support program	ongoing		Manor School and Service are already working together and discussing what further support could be offered.
Grit Bins	Locations passed to NCC	ongoing		Additional grit bins being installed in line with criteria agreed at November meeting.
Promoting the High Street	Introduction of Town App Use of digital noticeboards Promote Eat Out to help out Shop front Grants	ongoing		App - 180+ business listed. Data passed to Town App to build dashboard and app APP LANCED JANUARY 2021 -V WELL RECEIVED
CCTV	create link along Brook Street	ongoing		Balfour Beatty asked if power can be taken from additional lampposts awaiting response January 2021
S106	Meadow Lane Works and deed of variation	ongoing		The work to Meadow Lane and in particular, the underpass has been more problematic. The requirements of Highways England and local farmers have meant that the original planned platform and other works through the underpass cannot be delivered. There is therefore an underspend on this budget. Roxhill have suggested that they would be willing to see this underspend used for other community projects such as improvements to the skate park.
Promote use of parks	Through social media/ digital noticeboards and events 19/07/2018 Love your park week, we have had a social media campaign.	Ongoing		

Isolation Care Packs	Prepare a Christmas care pack	DONE		Applied for a grant from Western Power Distribution -Grant awarded Discounts and donations given by many local retailers CARE PACKS VERY WELL RECEIVED
Turning Raunds Green	Car charging point	DONE		Site visit week commencing 8th Feb /Installation 18th Feb
Saddlers Park	Upgrade to existing and installation of new play equipment	DONE	23/03/2021	Installed February 2021
Cemetery Water	Consider re-installing mains water	DONE	29/10/2020	tap installed. Anglian to carry out final connection. Anglian chased awaiting their impact assessment. BEING CONNECTED BY 31/10/2020 Tap connected - ALL WORKING
Heritage Way	Install post and rail fence for security	DONE	01/12/2020	Order placed - work to be carried out late November 2020
New Lighting memorial gardens	Install new floodlight on war memorial	DONE	07/11/2020	
dog bag dispensers	Ticspac to provide free dog bags and dispensers in 5 of our parks	DONE	01/08/2020	Received from Ticspac - to be installed by RTC -
Playground Inspections	Contractor appointed and inspection completed	DONE	01/08/2020	All works carried out
Greenway / Meadow Lane Signage		DONE	01/08/2020	installed - Note location on Delves
Drainage Bassfords	Ditch to ease drainage issues for LOCAL RESIDENTS	DONE	Jul-20	
Lighting public footpaths	Ordered placed with Zeta lighting	DONE	12-May-20	Installation on RPCr footpath May 2020 Installation at Woodpecker carried out in Jan 20
Vision for Raunds	Questionnaire to be produced	DONE	15/03/2020	Questionnaire reviewed by ENC and working party. questionnaire completed awaiting printing / Report to this meeting.
Land at Sheffield Court	Transfer agreed with land owner. Awaiting final transfer deed	DONE	10/03/2020	Land transferred to RTC confirmed
Saxon Hall Accessible parking spaces	Works ordered from specialist contractor	DONE	15/02/2020	Bays and signage installed
Lighting public footpaths	order placed with Zeta lighting	DONE	05/02/2020	Installation on Woodpecker footpath Jan 2020
cemetery fee	Reviewed and re-issued to funeral directors	DONE	01/02/2020	

Lighting Market Square- Repairs to lighting Raunds Market Square	New uplighters installed and working	DONE	25/11/2019	Additional electrical works to be completed to separate lines to silver birches
Sports Wall- Provision of a sports wall at Amos Lawrence Playing Field	Equipment Installed	DONE	15/11/2019	A grant of £6314 awarded by ENC to cover 50% of cost. Equipment installed (snagging work to be completed)
First Aid Training	Raunds First Responders to provide training	DONE	31/10/2019	40 people booked for 1st session 60 booked for November session.
Film Equipment - The provision of audio visual equipment for Saxon Hall	Equipment Installed	DONE	31/10/2019	A grant of £6996 awarded by ENC to cover 50% of cost. Equipment installed and used in November 2019
Additional A frame boards	Purchase additional A frame boards/user agreement	DONE	31/10/2019	Boards in use by various businesses in the Town.
Amos Lawrence -track leading to Anglian Water etc	new gate installed by Anglian	DONE	31/10/2019	Not RTC responsibility. Land not owned by RTC
Tree Survey 2018	Tree survey completed	DONE	30/10/2019	Works being progressed
Raunds Market	Trial of Saturday market	DONE	30/09/2019	Trial successful. Reported to ELR in September 2019. RESOLUTION: To continue market in 2020
Memorial to Cllr Hind		DONE	30/09/2019	
Official Town Map	history society asked to provide a walking route to be ad	DONE	30/09/2019	Being produced for Autumn 2019
Spring and Autumn Litter Picks and Bulb planting	Dates to be set for 2019	DONE	28/09/2019	Saturday 23rd March - Spring Litter Pick (Part of Keep Britain Tidy-Big Spring Clean) Saturday 28th September - Autumn Litter Pick and Bulb Planting
McDonalds Love Where you Live	2019 project to be considered	DONE	28/09/2019	Part of Autumn litter pick
Cemetery	Remedial works undertaken to shrubs	DONE	01/09/2019	
Tourism Signage including Welcome to Raunds sig	On agenda for this meeting	DONE	31/07/2019	Final design TBC
Grounds Maintenance	to ask ENC to re-instate mowing in all three areas whilst ownership and responsibility for each area is established. The Clerk will write to the district councillors asking for their support.	DONE	30/07/2019	ENC re instated mowing in areas until smooth transition of responsibilities is established.
Staging- Provision of new staging for Saxon Hall	Equipment Installed	DONE	01/05/2019	A grant of £7000 awarded by ENC to cover 50% of cost. Equipment installed and used in May 2019 onwards

Winter Maintenance	RTC to take over 3no grit bins and install 2 additional bins at RPC site	DONE	30/11/2018	3 bins now filled and bin at Ashfield replaced. 1 grit bin delivered 21/1/19, supplier being chased as to location of other bin
Trees (100 trees to be planted in town)	Done	DONE	31/10/2018	Planted at bottom of Amos Lawrence
Ada Salter Tribute	Very successful opening. Tree guards still awaited	DONE	31/08/2018	Tree guards in
Children's Film Afternoon		DONE	30/08/2018	Attendance low
Light at Red Row - to liaise with resident to change	Replacement lamp now ordered to be fitted by JH May	DONE	11/08/2018	
Hanging Baskets	Much larger number of baskets required for 2019. Infrastructure needs to be in place well in advance of Spring 2019.	DONE	30/06/2018	Removed for 2018 - More to be ordered for 2019 /Additional baskets delivered. Gardener working on planting scheme
Bassfords	Repairs to Bassfords recreation Ground / Completion of Dropped kerb	DONE	31/05/2018	Work to grounds completed
Improvements to Town Square	Additional Planters done! Digital noticeboard installed! Some play equipment installed last piece awaited.	DONE	31/05/2018	Benches - Installed! Play Equipment - Received awaiting installation last week October, credit of £650 because of delays (against price of £1854) Additional piece to be installed
Fencing and additional gates at Bassfords Play area		DONE	30/04/2018	
Interment Rates	Rates reviewed from Jan 16	DONE	31/01/2018	
Amos Lawrence Entrance re-surfaced	Entrance re-surfaced	DONE	31/10/2017	
Adult Gym Equipment	Provision of information leaflet ongoing. Some issues have arisen getting replacement parts. This has been flagged with supplier.	DONE	30/10/2017	Part of Raunds Gets Active
Additional seating to be provided in local parks	Benches at Saxon Hall/Dog Park/Webb Road completed 3 Benches ordered can be fitted in various locations	DONE	30/08/2017	
Tackling Social Isolation	ongoing successful launch of coffee afternoons	DONE	11/08/2017	March Film 160 attendees!
Community Facilities Fund (covered seating area)	Completed	DONE	31/05/2017	
Appointment of gardener for Saxon Hall/Various site	Done	DONE	30/05/2017	
Noticeboard on Coop railing	Done	DONE	01/01/2017	

Welcome Pack	Done	DONE	30/11/2016	
Webb Road Play Area	Done	DONE	31/08/2016	
Land at Rear of Cemetery	Creation of Dog Park	DONE	31/05/2016	
Costed schemes for each play area	Funding application made for Amos Lawrence	DONE		Funding approved see above Additional equipment installed on The Square, Raunds

APPENDIX 2: Playground Inspections

Summary: To report and give information on the required inspections.	
Attachments: None.	
1.0	Background
1.1	We must have annual inspections of all our play equipment in the town to ensure the safety of children playing on the equipment.
1.2	Areas include: <ul style="list-style-type: none"> 1) Bassfords Recreation Ground, Marshalls Road (5 items) 2) Webb Road Play area, Webb Road (5 items) 3) Town Square (4 items) 4) Saxon Hall, Thorpe Street (4 items) 5) Saddlers Play Area (5 items)
1.3	A full report of the findings of the inspection will be provided and reported to ELR in due course.
2.0	Financial Implications Three quotations for the inspection by qualified contractors have been obtained.
2.1	Financial provision has been made in the budget 2021/2022. (Open Spaces, Professional Fees, 4125/160, £520)
2.2	Quote 1: Unaccompanied Inspection with a full report: £68.50 per site if carried out in July. <i><u>Total for all 5 sites = £342.50 + vat</u></i> Quote 2: Unaccompanied Inspection with a full report: £60 per site <i><u>Total for all 5 sites = £300.00 + vat</u></i> Quote 3: Unaccompanied Inspection with a full report: £45 per site <i><u>Total for all 5 sites = £225.00 + vat</u></i>
3.0	Recommendation Recommended that ELR resolves to accept quotation 3 at £45 per site to carry out the inspection.